Approved For Release 2005/11/21 : CIA-RDP70-00211R000800350011-2

S E C R E T

MEMORANDUM FOR: CA/RO
C/EUR
C/FEC
C/PAC
C/NEC
C/FROC
C/SA

FROM: Acting Chief, CA Staff

SUBJECT: CA Records Program

1. The Records Management Staff and the DD/P Records Management Officer have reviewed and given concurrence to implementation of the approved CA Staff Records Control and Vital Material Deposit Schedules. You are aware that we have been concentrating on our records problems for the past year with considerable success and have succeeded in reducing our holdings by approximately 50%. However, we must reduce still further and have about one year to accomplish this preparatory to moving into the new building, at which time we have been informed that we will be allowed an average of 4 cubic feet or 2 file drawers of material per person. This reduction can only be achieved by diligent disposal efforts through destruction or retirement of documents on hand and careful scrutiny of all papers prepared and received by the Staff to prevent additional unnecessary accumulations.

2. The Staff Records Management Officer, [redacted] and the Staff Records Assistant, [redacted] will not be able to undertake the program without assistance from you and members of your individual group, therefore, I am asking you to verbally reaffirm with [redacted] those senior members of your component who will continue to serve as your Records Officer(s) and as a point of contact on records problems. 25X1 25X1 25X1

3. The following schedule is subject to revision as the situation develops, however, it is intended only as a guide in order that implementation can proceed systematically.

COMPONENT	DATE
Economic Action	1 September 1960
Political Action	1 October 1960
Paramilitary	1 November 1960
Plans & Research	1 January 1961
Propaganda	1 March 1961
Support	1 May 1961
Office of the Chief	1 June 1961

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The Staff Records Assistant can work full time with your designees where so required and agreed to by you.

4. For your information and retention copies of the Records Schedule and excerpt portions of the Records Management Survey Report are attached. You already have a copy of the CA Vital Material Deposit Schedule. In addition you will find instructions for the use of the Records Schedule included with it.

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Attachments:
A - Records Control Schedule
B - Portions of Survey Report

Distributions:
7 - Addressees w/attchments
1 - DD/P RMO wo/attachments
1 - Records Management Staff wo/attachments
1 - CA/Records Assistant w/attachment B only
2 - OC/CA wo/attachments - file copies
2 - CA/SG wo/attachments - file copies

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ATTACHMENT B

Excerpts from

RECORDS MANAGEMENT STAFF SURVEY REPORT

of

CA STAFF RECORDS SURVEY

"3. Findings.

a. The Records Control Schedule indicates that the records holdings of the Staff total 779 cubic feet, categorized into 153 separate record series. Of these 153 individual record series, 29 or 19% have been identified as "Permanent", and 124 or 81% as "Temporary."

b. A comparison of the total records holdings compiled during this survey, 779 cubic feet, with the 1,564 cubic feet shown in the Staff's annual report of 10 August 1959, indicates a reduction of 785 cubic feet.

This is significant and reflects the progress [redacted] has made on the Records Disposition Program. To accomplish this reduction, she employed the following techniques:

(1) Revised files to eliminate superfluous filing guides and file folders.

(2) Substituted lighter, space-saving kraft folders for the heavier and more expensive pressboard folders.

(3) Conducted a general "house-cleaning" of reference materials no longer needed.

(4) Withdrew from the files and destroyed extraneous material; i.e., duplicates, routing sheets, copies of Form 255, etc.

(5) Retired inactive records to less expensive storage at the Records Center.

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4. Recommendations.

a. That the Records Control Schedule be applied immediately.

(1) Application of the CA Staff Records Schedule will preserve not only the records considered of permanent value to the Staff but also those of lasting value and interest to the Clandestine Services.

(2) Adherence to this schedule will provide an efficient and economical records disposition program within the Staff which will result not only in substantial savings, but also in more advantageous use of office space and equipment.

(3) The orderly maintenance and control of Covert Action Staff records through the Records Control Schedule will increase the efficiency of your Staff components.

(4) The CA Staff Records Schedule should be used by administrators and by the Records Management Officer as an administrative control in complying with approved Agency and Clandestine Services policies and procedures.

b. That the Covert Action Staff Vital Materials Deposit Schedule be implemented immediately.

(1) The VM Deposit Schedule identifies all materials needed by the Covert Action Staff to carry out its emergency wartime operations as defined in [redacted] The media used in transferring these records to the Agency Repository, the frequency of deposit, and the period of time these records should remain in the VMR are clearly defined.

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(2) Based on the assumption that during nuclear war all records at Headquarters will be destroyed, it is imperative that materials considered vital be transferred without delay to the Repository.

c. That the CA Vital Materials Deposit Schedule be kept current.

Changes in the war-time mission of any subordinate components, or changes in the world situation, will require the immediate amending of the attached VM Schedule. In addition, this schedule should be reviewed annually, and if necessary, be revised and resubmitted by the CA Staff RMO for approval.

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Staff Meeting — DDP Area — Scheduling

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: CA/1414 K

NO.

DATE

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. Records Mgt. Staff 1016-16th St.	8/27			342
2. [redacted]	9/8			
	9/8			2-4- Now, after you've read this let's talk Bryan
	10/20			
9.				
10.				
11.				
12.				
13.				
14.				
15.				

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